

## **ATTACHMENT A-2004**

### **HRCMS Procedures for the Employee Non-Cash Parking Benefit**

#### **Employees with an Existing Benefit**

For employees who are already having their non-cash parking benefit reported, departments need to verify each calendar year if a change is required to the employee's reported benefit amount. This would be required if tax exclusion threshold changes and/or if it is determined that the fair market value for parking has changed for the applicable calendar year. For facilities managed by the Bureau of State Buildings (BSB), notification would come from the Comptroller. For other facilities, the determination would come from the results of a department's own survey.

#### **Important Points:**

1. Non-cash parking benefits are reported on an arrears basis. Benefits received in January are reported in February.
2. There are two earnings code used to accurately report the non-cash parking benefit. PKF reports the federal amount and PKS reports the state amount.

#### **To Change the Existing Benefit Amounts for an Employee:**

##### **Changing the Federal Amount (PKF)**

Step 1:

Calculate the amount of the "recurring" non-cash monthly benefit. In the example below the employee uses a BSB facility and is receiving a non-cash benefit of \$125/month, which will be added to the employee's federal taxable gross. The employee had opted last year to have the federal amount (\$100/month or \$50.00/ 1st and 2nd pay period) recorded the first and second pay periods of each month. The **PKF** earnings amount must be changed from \$50.00 to \$62.50.

PEOPLE'Soft

Home Worklist Help Sign Out

Home > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > **Additional Pay** [New Window](#)

Additional Pay 1 Additional Pay 2 Additional Pay 3

employee, test 1 Employee ID: TEST Empl Rcd#: 0

**Earnings** Find | View All |< 1 of 1 >|

\*Earnings Code: PKF Parking (Fed/No State Tax) + -

**Default Job Data** Find | View All |< 1 of 2 >|

Effective Date: 01/26/2003 + -

Compensation Rate/Frequency: \$1,153.846154 / Biweekly

Standard Hours: 40.00 Employee Type: Excep Hrly

**Earnings Details** Find | View All |< 1 of 1 >|

\*Addl Seq #: 1 End Date: + -

Rate Code: Reason: Not Specif

Earnings: \$50.00 Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: ☐ ☐ Disable Direct Deposit ☐ Prorate Additional Pay ☒ OK to Pay

Applies to Pay Periods: ☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth

Save Return to Search Refresh Update/Display Include History Correct History

[Additional Pay 1](#) | [Additional Pay 2](#) | [Additional Pay 3](#)

Step 2:

Begin at the Additional Pay 1 panel: Go: [Compensate Employees](#) – [Maintain Payroll Data \(U.S.\)](#)

Use: [Additional Pay](#) – [Additional Pay 1](#) – [Update/Display](#)

Search by Employee ID.

Select correct Empl Rcd # if more than one.

[Home](#)[Help](#)[Sign Out](#)[Home](#) > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > **Additional Pay**[New Window](#)

Additional Pay 1

employee, test 1

Employee

ID: TEST

Empl Rcd#: 0

**Earnings**[Find](#) | [View All](#)

&lt; 2 of 5 &gt;

\*Earnings Code: PKF Parking (Fed/No State Tax)

**Default Job Data**[Find](#) | [View All](#)

&lt; 1 of 1 &gt;

Effective Date: 01/25/2004

Compensation Rate/Frequency:

/ Biweekly

Standard Hours: 37.50

Employee Type: Excep Hrlly

**Earnings Details**[Find](#) | [View All](#)

&lt; 1 of 1 &gt;

\*Addl Seq #: 1

End Date:

Rate Code:

Reason: Not Specif

Earnings: \$62.50

Hours:

Hourly Rate:

Goal Amount:

Goal Balance:

Sep Chk #:

☐ Disable Direct Deposit☐ Prorate Additional Pay☒ OK to PayApplies to Pay Periods: ☒ First ☒ Second ☐ Third ☐ Fourth ☐ Fifth[Save](#)[Return to Search](#)[Refresh](#)[Update/Display](#)[Include History](#)[Correct History](#)**Step 3:**

Navigate using the outside scroll bar until you find Earnings Code **PKF**. To update an existing additional pay type, place your cursor in the Effective Date field and insert row or press [F7].

**Step 4:**

Change earnings to \$62.50.

**Step 5:**

Change the effective date to 01/25/2004. This is the first day of the first February pay period. February is the month in which January's benefit is reported.

**Step 6:**

Make sure the OK to Pay checkbox is checked.

**Step 7:**

Save the panel by pressing the diskette icon on the toolbar.

**Changing the State Amount (PKS)****Step 1:**

Calculate the amount of the "recurring" non-cash monthly benefit. In the example, below the employee uses a BSB facility and is receiving a non-cash benefit of \$120/month, which will be

added to the employee's state taxable gross. The employee had opted last year to have the state amount (\$95.00/month or \$47.50/ 1st and 2nd pay period) recorded the first and second pay periods of each month. The PKS earnings amount must be changed from \$47.50 to \$60.00.

Follow Steps 2 and 3 outlined in the prior example for navigating to earnings code **PKS**. Insert a new row with an Effective Date of 01/25/2004. Change the Earnings amount to \$60.00. The Additional Pay panel will look like this:

The screenshot shows the 'Additional Pay' panel in the PEOPLE Soft HR system. The breadcrumb trail is: Home > Compensate Employees > Maintain Payroll Data (US) > Use > Additional Pay. The panel is for employee 'employee, test 1' (ID: TEST, Empl Rcd#: 0). The 'Earnings' section shows 'Earnings Code: PKS' with a search icon and the description 'Parking (No Fed/State Tax)'. The 'Default Job Data' section shows 'Effective Date: 01/25/2004', 'Compensation Rate/Frequency: / Biweekly', 'Standard Hours: 37.50', and 'Employee Type: Excep Hrly'. The 'Earnings Details' section shows 'Addl Seq #: 1', 'End Date:', 'Rate Code:', 'Reason: Not Specif', 'Earnings: \$60.00', 'Hours:', 'Hourly Rate:', 'Goal Amount:', and 'Goal Balance:'. At the bottom, there are checkboxes for 'Sep Chk #', 'Disable Direct Deposit', 'Prorate Additional Pay', and 'OK to Pay' (which is checked). There are also checkboxes for 'Applies to Pay Periods: First, Second, Third, Fourth, Fifth'. The toolbar at the bottom includes 'Save', 'Return to Search', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Step 5:  
Make sure the OK to Pay checkbox is checked.

Step 6:  
Save the panel by pressing the diskette icon on the toolbar.

## Non-Cash Parking Benefit for New Employees

Important Points:

1. New employees must complete the Employee Non-Cash Parking Benefit HR/CMS Selection Form, Attachment B, so you know the frequency with which to report the benefit.

2. Non-cash parking benefits are reported on an arrears basis. A parking benefit received in January would be entered into HRCMS in February.
3. There are two earnings code used to accurately report the non-cash parking benefit. **PKF** reports the federal amount and **PKS** reports the state amount. Both must be entered for each new employee.

### **Entering Non-Cash Parking Benefit Amounts for New Employees:**

#### **Entering PKF (Recurring federal amount)**

##### **Step 1:**

Calculate the amount of the "recurring" non-cash monthly benefit. The benefit may be recorded in the first, second, or both the first and second pay periods. The employee will indicate their choice on the Employee Non-Cash Parking Benefit Selection Form. In the example below, the employee is receiving a non-cash benefit of \$125/month (recorded the first pay period of each month) which will be added to the employee's federal taxable gross. Note that if the employee had chosen to record the benefit in the first AND second pay period, the amount would need to be divided by two, which would equal \$62.50 per pay period. The parking benefit commences with the employee's January 1, 2004 hire date.

##### **Step 2:**

Begin at the Additional Pay 1 panel: Go: Compensate Employees – Maintain Payroll Data (U.S.)

Use: Additional Pay – Additional Pay 1 – Update/Display Search by Employee ID.

Select correct Empl Rcd # if more than one.

The Additional Pay panel will appear with blank fields for you to populate:

[Home](#)[Help](#)[Sign Out](#)[Home](#) > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > **Additional Pay**[New Window](#)

Additional Pay 1

employee, test 1      Employee      ID: TEST      Empl Rcd#: 0

**Earnings**      [Find](#) | [View All](#)      |< 2 of 2 >|

\*Earnings Code:

**Default Job Data**      [Find](#) | [View All](#)      |< 1 of 1 >|

Effective Date: 01/25/2004

Compensation Rate/Frequency: \$2,277.670000 / Biweekly

Standard Hours: 37.50      Employee Type: Excep Hrlly

**Earnings Details**      [Find](#) | [View All](#)      |< 1 of 1 >|

\*Addl Seq #:       End Date:

Rate Code:        Reason:

Earnings:       Hours:       Hourly Rate:

Goal Amount:       Goal Balance:

Sep Chk #: ☐      ☐ Disable Direct Deposit      ☐ Prorate Additional Pay      ☐ OK to Pay

Applies to Pay Periods: ☒ First      ☒ Second      ☒ Third      ☐ Fourth      ☐ Fifth

### Step 3:

Enter the **PKF** Earnings Code and an Effective Date of 01/25/2004. This is the first day of the first February pay period. February is the month in which January's benefit is reported. Enter the amount of \$125.00 in the Earnings field. Enter an Addl Seq # of 1.

Make sure the amount is payable in the appropriate pay period(s). In this case the amount is payable in pay period 1 ONLY. (Note: The amount could also be configured to be payable in pay period 2 only or pay periods 1 and 2. The amount must be appropriate for the option chosen.)

### Step 4:

Make sure the OK to Pay checkbox is checked.

### Step 5:

Save the panel by pressing the diskette icon on the toolbar.

**After the pay period ends, this additional pay will be active and continue to process in every pay period chosen. The earnings end date will be left blank until such time that the employee no longer receives the benefit and notifies their payroll coordinator to stop the recurring payment.**

**When you have finished data entry, your panel should look like this:**

[Home](#)[Help](#)[Sign Out](#)[Home](#) > [Compensate Employees](#) > [Maintain Payroll Data \(US\)](#) > [Use](#) > **Additional Pay**[New Window](#)

Additional Pay 1

employee, test 1

Employee

ID: TEST

Empl Rcd#: 0

Earnings		Find   View All		< 2 of 5 >	
*Earnings Code:	PKF	Parking (Fed/No State Tax)		+ -	
Default Job Data		Find   View All		< 1 of 1 >	
Effective Date:	01/25/2004			+ -	
Compensation Rate/Frequency:		/ Biweekly			
Standard Hours:	37.50	Employee Type:	Excep Hrly		
Earnings Details		Find   View All		< 1 of 1 >	
*Addl Seq #:	1	End Date:		+ -	
Rate Code:		Reason:	Not Specif		
Earnings:	\$125.00	Hours:		Hourly Rate:	
Goal Amount:		Goal Balance:			
Sep Chk #:	<input type="checkbox"/>	<input type="checkbox"/> Disable Direct Deposit	<input type="checkbox"/> Prorate Additional Pay	<input checked="" type="checkbox"/> OK to Pay	
Applies to Pay Periods:	<input checked="" type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third	<input type="checkbox"/> Fourth	<input type="checkbox"/> Fifth

[Save](#) [Return to Search](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

## Entering PKS (Recurring state amount)

### Step 1:

Calculate the amount of the "recurring" non-cash benefit. The benefit may be recorded in the first, second, or both the first and second pay periods. The employee will indicate their choice on the Employee Non-Cash Parking Benefit Selection Form. In the example below, the employee is receiving a non-cash benefit of \$120/month (recorded the first pay period of each month) which will be added to the employee's state taxable gross. Note that if the employee had chosen to record the benefit in the first AND second pay period, the amount would need to be divided by two, which would equal \$60.00 per pay period.

### Step 2:

While still on the employee's Additional Pay panel, click on the outside scroll bar and Insert a new Earnings Code row.

### Step 3:

Enter the **PKS** Earnings Code and an Effective Date of 01/25/2004. This is the first day of the first February pay period. February is the month in which January's benefit is reported. Enter the amount of \$120 in the Earnings field. Enter an Addl Seq # of 1.

Make sure the amount is payable in the appropriate pay period(s). In this case, the amount is payable in pay period 1 ONLY. (Note: The amount could also be configured to be payable in pay

period 2 only or pay periods 1 and 2. The amount must be appropriate for the option chosen.)

Step 4:

Make sure the OK to Pay checkbox is checked.

Step 5:

Save the panel by pressing the diskette icon on the toolbar.

After the pay period ends, this additional pay will be active and continue to process in every pay period chosen. The earnings end date will be left blank until such time as the employee no longer receives the benefit and notifies their payroll coordinator to stop the recurring payment.

When you have finished data entry, your panel should look like this:

The screenshot displays the PEOPLE Soft payroll system interface. At the top, there is a navigation bar with the PEOPLE Soft logo and links for Home, Help, and Sign Out. Below this, a breadcrumb trail shows the path: Home > Compensate Employees > Maintain Payroll Data (US) > Use > Additional Pay. A 'New Window' link is also present. The main panel is titled 'Additional Pay 1' and shows details for employee 'employee, test 1' (ID: TEST, Empl Rcd#: 0). The 'Earnings' section lists 'Parking (No Fed/State Tax)' with an 'Earnings Code' of 'PKS'. The 'Default Job Data' section shows an 'Effective Date' of 01/25/2004, 'Compensation Rate/Frequency' of 37.50 Biweekly, and 'Employee Type' of Excep Hrly. The 'Earnings Details' section includes fields for 'Addl Seq #', 'Rate Code', 'Earnings' (\$120.00), 'Hours', 'End Date', 'Reason' (Not Specif), 'Hourly Rate', 'Goal Amount', and 'Goal Balance'. At the bottom, there are checkboxes for 'Sep Chk #', 'Disable Direct Deposit', 'Prorate Additional Pay', and 'OK to Pay' (which is checked). The 'Applies to Pay Periods' section has checkboxes for First, Second, Third, Fourth, and Fifth, with 'First' selected. The bottom toolbar contains buttons for Save, Return to Search, Refresh, Update/Display, Include History, and Correct History.